

7 JAN 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Précis of Report Concerning Inventory of Microform
Systems and Equipment

REFERENCE : Memo dtd 7 Jan 70 to DD/S fr D/L, subj: Inventory of
Microform Systems and Equipment

1. This memorandum is for your information.
2. The Office of Logistics has completed the subject inventory and a detailed report was submitted separately by the reference. The data presented in the report were based on information submitted by 24 reporting components within the four Agency Directorates and the Executive Director-Comptroller.
3. The equipment inventory, as subdivided by using components, reflected 663 items of microform equipment in use or in Agency stocks having a total value of \$6,920,266.81. The inventory was further tabulated to provide information as to types and major categories of equipment.
4. An analytical summary of the microform systems and applications data indicated there are 58 separate systems and related applications in use by the 24 reporting components. All systems were reported as active, but the type and degree of activity varied. This analysis included summarized information as to types and purposes of systems, descriptions of microform products, estimated system growth rates, annual volume by system, and technical data such as types and sizes of film, reduction ratios and filing systems.
5. The overall study also revealed that there are 48.5 people directly engaged in microform operations within the Agency. The salary cost attributed to these people totaled \$381,179 per annum. For the purpose of this particular information category, Systems Analysts, Records Management Officers, and other managerial personnel were not included.

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6. All of the components that received the microform questionnaires gave full cooperation in providing the information requested. It is estimated that a minimum of 280 man-hours were required by the Office of Logistics to compile the necessary information and prepare the referenced report. It is impossible to determine how many man-hours were worked by reporting components in gathering and submitting the desired data.

Signed: John F. Blake

John F. Blake
Director of Logistics

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